THE NEW GME
CHECK IN – SPRING COORDINATORS

New GME Check In

- *Completion Reports*

- *Transition Update – Including FY 15 Application*

- *For More Information Contact:*
    - *grants@azed.gov; (602) 542-3901*
    - *Visit: http://www.azed.gov/grants-management/ for Webinars and other materials*

Completion Report

- End of Fiscal Year

- All application revisions complete

- No intent to further revise

- No pending Reimbursement Requests

- LEA change status to "Completion Report Draft Started"

Sections

— Rev 0

Application Status: SEA ESEA Consolidated Director Approved

Change Status To: Revision Started

or

FER Draft Started

CR Draft Started

- LEA is now in the Completion Report workflow
  - No more budget or application revisions allowed
  - May not create any new Reimbursement Requests

- Each grant section now contains a Completion Report page

- New Completion Report Adjustments section

Sections

Application Status: FER Draft Started

Change Status To: FER Cancelled
or
FER Draft Completed

View EED History Log
View Change Log

Description (View Sections Only View All Pages)		Validation
All		
History Log		
History Log		
Create Comment		
Allocations		
Allocations		
Title VI-B		
Final Expenditure Report		
Budget		
Budget Overview		
Assurances		
FER Adjustments		
FER Adjustments		
All		

Reporting Expenditures

- Report YTD Expenditures by Object and Function Code

- Only displays Object and Function Codes that contain approved budget

- Can only enter expenditures for cells with approved budget

- Hover on cell to see approved budget amount

- Complete for each grant

Final Expenditure Report

~~~~~~~~~~~~~~~~~~~~~~~~ - 2013 - Special Education - Rev 1 - Title VI-B

Purpose Code Account Code	Title VI-B	CEIS	Total
Certificated Salaries 310	700,000.00	475,000.00	1,175,000.00
		Approved Budget: 500,000.00	
Employee Benefits 360	482,000.00	300,000.00	782,000.00
Staff Travel 420		85,000.00	85,000.00
Equipment 510	500,000.00		500,000.00
Total	1,682,000.00	860,000.00	2,542,000.00

Completion Report Adjustments

- Summarizes Allocation, Expenditures, Cash Received, and Remaining Amounts

- LEA fills in amount to carry over and/or acknowledges intent to not carry over remaining funds

FER Adjustments

[blurred] - 2013 - Special Education - Rev 1 - FER Adjustments

Save And Go To ▶

Grant	Adjusted Allocation	Reported Expenditures	Cash Received	Pending Transaction Amount	Amount Remaining	Amount to Carry Over	Acknowledge Carryover Less Than Amount Remaining	Carryover Source
VI-B	$2,640,000.00	$2,542,000.00	$2,400,000.00	$142,000.00	$98,000.00	98,000.00	☐	Details
619	$2,640,000.00	$0.00	$0.00	$0.00	$2,640,000.00	2,640,000.00	☐	Details
DSE	$2,400,000.00	$0.00	$0.00	$0.00	$2,400,000.00	2,400,000.00	☐	Details

Completion Report Approval

- Decreases this year's allocations by carryover amount
- Increases next year's allocations by carryover amount
  - May create revision if application is public
- Moves excess Cash on Hand from this year's application to next year
  - Prevents system from "re-paying" carryover funds
- Generates Reimbursement Request(s) for LEA to pay them any outstanding deficits in each grant

Transition to FY 15

- Carry Forward Populates Upon CR approval

- Amendment (Revision) to add to budget

- FY 15 application similar to FY 14 with some tweaks

- Complete transition away from current GME by July 1, 2014.

Checking In

- What is working? What do we like?

- What would we like to change?

- What information would you like more of?

Accessing the System

- https://home.azed.gov/Portal
- Enter Email Address and Password

Accessing the System

- After signing in, LEA users will see their associated organizations

- Be sure to save your work before your session expires!

Navigation Menu

- Left menu allows for quick navigation between GME components
- Hover over menu items with arrows to view sub menu

Administering Users

User Access Administrators Only:

• Hover on Administer, then User Access from the left hand menu.

Administer Roles

- Lists all roles assigned to this user and the organizations those assignments apply to

- Can add new or delete existing roles for this user

- User may have roles at SEA level or LEA level but not both

Administer Roles

Return to User Access

Create Role

Roles			
Email Address	**Organization**	**Role**	**Delete**
jane.smith@azed.gov	Academy Del Sol Inc. (108734000)	LEA ESEA Consolidated Update	🗑

LEA Roles

Role	Description
LEA Data View	Allows an LEA user to view unapproved items for their LEA.
User Access Administrator	Allows an LEA user to administer other users in their LEA but not any other rights to applications, amendments or payment requests.
LEA <Grant Program> Update	Allows an LEA user to edit a funding application but not approve or submit.
LEA Business Manager	Second level of approval for Applications and Amendments, Final Approval for Payment Requests.
LEA Authorized Representative	Final approval to "submit" to applications or amendments to ADE.

Budget Page

- Displays budget total for each Object code for this grant

- Entry point to budgeting for each Object code

	Object Code	Total
Modify	6100 - Salaries	$550.00
Modify	6200 - Employee Benefits	$200.00
Modify	6300 - Purchased Professional Services	$100.00
Modify	6400 - Services	$80.00
Modify	6500 - Other Purchased Services	$0.00
Modify	6600 - Supplies	$70.00
Modify	6700 - Property (Capital Outlay)	$0.00
Modify	6800 - Other Expenses	$0.00
Modify	6910 - Indirect Cost Recovery	$0.00
Modify	0190 - Capital Outlay	$0.00
	Total	$1,000.00
	Adjusted Allocation	$1,000.00
	Remaining	$0.00

Budget Narrative Detail

- Line item entry of budget data and narrative by Object code and Function Code
- Offers districts flexibility in the level of detail that they provide
- Subsequent years allow initial population of this data by copying forward last year's budget

Add Item

	Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
Remove	6400 - Services	2200,2600,2700 - Support Services (Instruction,Operation,Transportation) ▼		1	$80.00	$80.00

Narrative Description

Grant-related expenditures

Words: 2   Characters: 25

Total for 6400 - Services	$80.00
Total for all other Object Codes	$920.00
Total for all Object Codes	$1,000.00
Adjusted Allocation	$1,000.00
Remaining	$0.00

Program Details Page

- Additional information about LEA's use of grant funding beyond what is captured in budget
- Entered directly into GME by LEA users

Title I Certified FTE Descriptions

	Certified Admins	Certified FTE Admins	Certified Support
Teachers			
Coaches / Consulting Teachers			
Instructional Paraprofessionals			
Non-Instructional Paraprofessionals			
Instructional Facilitators			
Parent Involvement			

Page Locking

- Pages are locked down when application is in approval process
  - Application must be returned unapproved if changes are desired to an application that is in approval process
  - Revision must be started to modify an application that is approved
- GME prevents multiple users from editing the same page simultaneously
  - User will see message indicating the user that is locking the page
  - Lock is released after that user leaves the page or his session times out

Program Details

- 2013 - Consolidated - Rev 0 - Title I-A

Page is being edited by 'Marcus Hartzler'.

Go To ▶

FTEs Paid with Title I-A Funds

	* Certified Teachers
	* All Other

Related Documents

- ADE may request that LEAs attach additional documentation to the funding application

- Documents may be required or optional

- Can attach document or insert hyperlink

- Clicked links will open in new browser window

Related Documents

_____ - 2013 - Consolidated - Rev 0 - Assurances

Go To	▶

Required Documents		
Action	**Type**	**Document/Link**
Upload Delete	Assurances Packet	📄 Signed Assurances Packet

Optional Documents		
Action	**Type**	**Document/Link**
Upload Delete	Use of Title I-C Migrant Funds in Title I-A Schoolwide Schools	🌐 Title I-C Program Implementation Overview

Validation

- Business rule checks put in place to ensure quality of data being submitted by LEA
- System automatically runs validation as application is completed
- Presence of validation issues indicated on the **Sections** page, under the **Validation** column
  - Messages do not appear on the page as user fills out data
  - System does not prevent *saving* of "invalid" data; prevents *submission* of invalid data
  - Validation checks can span pages
  - "Invalid" data can become valid based on subsequent input

Validation...continued

- Two types of validation messages
  - Errors: Prevent submission of application
  - Warnings: Point out potential issues but allow submission

- Filtering Messages
  - All: Show every message
  - Section: Show all messages for pages in that section
  - Page: Show all messages for that page

Validation...continued

- Each message is a clickable link

- Clicking link will take user to the screen on which the issue occurred

Validation Messages

⸻ - 2013 - Consolidated - Rev 0

Title I-A

Budget	
The Title I-A budget of $704,500.00 is less than the Adjusted Allocation amount of $2,040,000.00.	Warning

Building Eligibility	
Number of Low Income Students for ⸻ has not been entered.	Warning
⸻ is not eligible for service.	Error

Plan Relationships	
An LEA Plan Goal, Strategy, and Fiscal Resource must be defined.	Warning

Title I-C

Budget	
The Title I-C budget of $0.00 is less than the Adjusted Allocation amount of $40,000.00.	Warning

Payment Requests Entry Page

- Choose FY and Funding Application

- Available Budget: Lesser of Approved Budget and Pending Allocation

- Total Available Amount: Factors in Funding % of Allocation Sources

- Net Available Amount = Total Available – Received Amount

Reimbursement Requests

━━━━━ - 2013

2013 ▼ Special Education ▼

Grant	Available Budget	Total Available Amount	Received Amount	Net Available Amount
Title VI-B	$770,000.00	$595,000.00	$0.00	$595,000.00
Section 619	$660,000.00	$510,000.00	$0.00	$510,000.00
Discretionary	$0.00	$0.00	$0.00	$0.00

Payment Requests List

- Displays general project information

- List of Requests for this grant

- List of Adjustments for this grant

- Project Hold Administration

Project Information	
Project Number	
C.F.D.A. Number	84.173
Initial Substantially Approved Date	3/6/2013
Project End Date	6/30/2013
Allocation	$770,000.00
Available Budget	$770,000.00
Project Status	Normal [Hold]

Reimbursement Requests				
Amount	Request Period	Status	Status Date	Voucher #
$77,500.00	March 6, 2013	Draft Started	March 6, 2013	Not Yet Created

Create New Adjustment

Adjustments			
Amount	Type	Creator	Date

There are no matching Adjustments for this grant.

Create Payment Request

Create New Reimbursement Request

Reimbursement Requests			
Amount	Request Period	Status	Statu

Create Reimbursement Request

You are about to change the status of this Reimbursement Request to Draft Started. Click Confirm to change the status.

Confirm Cancel

Reimbursement Request Sections

Request Status: Draft Started

Change Status To: Draft Completed
or
Delete Reimbursement Request

Description	Validation	Print
History Log		Print
Create Comment		
Expenditure Details		Print
Request	Messages	Print
Related Documents		Print
Assurances		Print
All	Messages	Print

- Requests cannot be created until funding application is approved
- One active request per LEA/Grant/FY combination
- General Framework consistent with Funding Application
  - Sections
  - History Log and Communication
  - Validation
  - Workflow

Expenditure Details Page

- Report YTD Expenditures by Object and Function Codes

- Only displays rows and columns that contain approved budget amounts

- System validates expenditures against approved budget

- Hover on cell to see approved budget amount

- Disabled cells where no approved budget exists

- Automatically populates expenditures from previous request; just update cells that have changed

Purpose Code / Account Code	Title VI-B	CEIS	Total
Certificated Salaries 310	10,000.00	10,000.00	20,000.00
Non-Certificated Salaries 320	12,500.0(		16,500.00
Employee Benefits 360	20,000.0(		20,000.00
Transportation Allowance 390	17,000.00		17,000.00
Professional & Technical 410		15,000.00	15,000.00
Staff Travel 420		4,500.00	4,500.00
Total	59,500.00	33,500.00	93,000.00

Budgeted Amount: 95,000.00
Funds Requested: 10,000.00
Amount Remaining: 85,000.00

Request Page – Fiscal Summary

- System knows and automatically populates most fields:

  - Allocation

  - Available Budget

  - Cash Received

  - Cash Basis Expendi[tures] (populates from previous page)

  - Cash Balance on Hand

  - Cash Available

Fiscal Summary		
Allocation		$770,000.00
Available Budget		$770,000.00
Fiscal Information As Of	03/06/2013	
Cash Received		$0.00
Total Cash Basis Expenditures		$93,000.00
Cash Balance On Hand		($93,000.00)
Cash Available		$770,000.00

Request Page - Amount

- Request Amount automatically set to the deficit amount

- System allows LEAs to request an advance
  - Gives validation Warning that Advance payments not generally allowable

Fund Request		
Advance Amount		$10,000.00
Advance Period	March	
Cash Balance on Hand	-	($93,000.00)
Total Amount Requested		$103,000.00

Related Documents

- ADE can configure Reimbursement Request to require or allow LEAs to upload backup documentation detailing their expenditures
  - Validation Error when Required Document is not uploaded
  - Validation Warning when Optional Document is not uploaded

Required Documents	
Type	**Document/Link**
Reimbursement Request Backup [Upload between 1 and 3 document(s)]	Upload New [Update] | [Delete] Reimbursement Request Backup

Validation

Expenditure Details

Message	Type
The requested amount of $17,000.00 for the Title VI-B Purpose in the Transportation Allowance Object exceeds $16,500.00, which is 110% of the budgeted amount of $15,000.00	Error

Description	Validation
History Log	
Create Comment	
Expenditure Details	Messages
Request	
Related Documents	
Assurances	
All	Messages

Purpose Code / Account Code	Title VI-B	CEIS	Total
Certificated Salaries 310	10,000.00	10,000.00	20,000.00
Non-Certificated Salaries 320	12,500.00	4,000.00	16,500.00
Employee Benefits 360	20,000.00		20,000.00
Transportation Allowance 390	17,000.00		17,000.00
Professional & Technical 410		0.00	15,000.00
Staff Travel 420		0.00	4,500.00
Total	59,500.00	33,500.00	93,000.00

Approved Budget: 15,000.00
Funds Requested: 17,000.00
Amount Remaining: -2,000.00

Next Steps For Transition

- "What are all these e-mails saying my project is approved!?!?"
  - System generated as FY 14 Approved Projects are Transitioned into NEW GME
  - Will be sent to *any* individual with "LEA Authorized Representative" role
  - May be ignored, no action required

- **November-December Transitions -** *21st Century, Title III, SEI Budget, Race to the Top, IDEA, State Tutoring, School Safety, Adult Education*

Thank You

For More Information Contact:

- *Todd Mason, todd.mason@azed.gov; (602) 364-1989*

- ***Access to New System Through ADEConnect:*** *grants@azed.gov*

- *Visit: http://www.azed.gov/grants-management/ for reference materials*

- *Look for another Webinar on the new System Friday, **November 22nd at 1:30 p.m.** INVITATION E-MAILS COMING SOON*